

# META Messenger



DEPARTMENT OF ADMINISTRATION

JUNE 2014

## Take Advantage of Lo\$\$ Mitigation Grant\$

A common goal of every manager is to prevent disasters from happening. To contribute to that goal, DOA's Risk Management Division offers loss mitigation grants to state agencies taking steps to minimize their risk of disaster. For FY15, we made awards totaling \$579,000. Some of the proposals funded include security cameras, replacement fume hoods, keyless door locks, replacement fire panel, security systems, and sidewalk replacements.

Keep this loss mitigation program in mind for FY16. Contact our [loss prevention staff](#) for information.

## State Procurement Bureau Introduces Contract Management Course

State managers know successful contract management is essential to ensuring contracts are completed on time, on budget, and with the expected results. To aid in that success, the State Procurement Bureau is offering a full-day course on *Contract Management* for state contract managers and procurement officials. Classes are scheduled for July 22, July 24, and October 23, 2014.



This course is the fourth in a series on procurement management. The State Procurement Bureau also offers courses on *Basic Procurement Issues and Methods*; *Advanced Procurement Issues and Methods*; and *Initiating and Navigating the Request for Proposal Process*. All courses are available through the Professional Development Center at [pdc.mt.gov](http://pdc.mt.gov).

**DIRECTOR'S MESSAGE:** As agency leaders, I know we are all thinking about Governor Bullock's Main Street Montana project and how we'll contribute to its success. In DOA, we held a brainstorming session in mid-May where my entire management team came together to strategize ways our programs can make a lasting impact on the five project pillars.

DOA serves in the lead roles in six of the tasks set out in the project, so you will be hearing from us shortly as we embark on changes in customer service, procurement, and a business portal—all with the goal of fostering a business-friendly climate through efficient and effective government.

Equally important is our commitment to contribute to the success of tasks assigned to your agency. DOA managers will be in contact to offer our help to your agency.

My experience has shown that inside every public servant is an idealist; they want to be part of a cause and value the chance to make things better. Delivering the Main Street Montana project is our chance as leaders to focus our employees on making Montana an even better place to live, work, and play.

*Sheila Hogan*

MAIN STREET MONTANA PROJECT  
A BUSINESS PLAN *For Montana by Montanans*

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## \$30 for the Taking

Every state employee has the opportunity to save \$30 per month in 2015 (or \$60 if they cover a dependent) by taking advantage of the three wellness incentives offered by our Health Care and Benefits Division. Click [here](#) for more information.

## New Missoula Employee Health Center Opens

State employees in the Missoula area can now obtain their health and wellness care at the Montana Health Center in Missoula at 1211 S. Reserve, Suite 202. Hours are Monday-Thursday 7-6, Friday 9-6, and Saturday 8-1. For more information and scheduling, click [here](#).

**Cyber-Security Training – now more than ever:** If you've read recent headlines about the cyber-hack into a DPHHS server, you understand the pressing need for increased cyber-security. Remember that Governor Bullock requires state employees to complete SITSD's annual cyber-security training by August 31 of each year. For more information, contact your agency Security Officer or call 444-2000.

On a related note, it is critical that managers call the Risk Management and Tort Defense Division at 444-3687 at the first sign of a cyber or information security incident. This office has a comprehensive incident response process for handling such issues. In fact, Montana was the first state in the nation to have a [cyber-security risk management program](#).



## NATIONAL RECOGNITION FOR INNOVATION

*"Very seldom in state government do you see agencies forming a partnership to meet a common goal. This partnership can become a model for other states who want to achieve efficiency and become more effective in state government."*

DOA's Architecture and Engineering Division, along with DEO's Energy, Pollution, and Prevention Bureau, just received a national award for their innovative approach to energy conservation. The National Association of State Facilities Administrators presented its 2014 Innovation Award at its national meeting in June in San Antonio. Thanks to the collaboration between the two agencies and the passage of the American Recovery and Reinvestment Act of 2009, more state energy conservation projects were completed between 2009 and 2012 than in the last 19 years combined.

[READ MORE](#)

## Capitol Complex Building Inspections

An inspection team from the General Services and Architecture and Engineering divisions will be conducting Facility Condition Inventories on the Capitol Complex throughout this summer. The team was trained on the inspection process by staff from MSU's Planning, Design, and Construction Services. The inventory provides management the data needed for budget/resource allocation decisions and deferred maintenance. Managing deferred maintenance includes identifying, tracking, and budgeting for facility deficiencies. Failure to perform repairs as regular maintenance management rapidly accelerates deferred maintenance. GSD will present this information to the 2015 Legislature and use it to set priorities for its repair and maintenance budget as well as provide data to the Long-Range Building Plan. For questions or comments on this process, email [Linda Glatz](#).

## Faster Payments to Our Vendors

In an effort to streamline the Procure-to-Pay process, SABHRS has partnered with US Bank to expand the state's commercial card program by using US Bank's Payment Plus. This online system allows for secure delivery of automated VISA card payments to our vendors, and a quicker turnaround for vendor payments. For more information email [Julie Feldman](#), State Accountant, or call her at 444-4609.

If you have questions about DOA services, or suggestions for an article on a DOA subject, please send an email to [DOADirector@mt.gov](mailto:DOADirector@mt.gov). [Click](#) for all newsletter issues & META Library.